

Word Unit C Skills Review A (1-5)

▼ SKILLS REVIEW

1. Format with fonts.

- a. Start Word, open the file WD C-2.docx from the drive and folder where you store your Data Files, save it as **Franklin EDA Report**, then scroll through the document to get a feel for its contents.
- b. Press [Ctrl][A], then format the text in 12-point Californian FB. Choose a different serif font if Californian FB is not available to you.
- c. Press [Ctrl][Home], format the report title **Town of Franklin Economic Development Authority Report Executive Summary** in 26-point Berlin Sans FB. Choose a different sans serif font if Berlin Sans FB is not available to you.
- d. Change the font color of the report title to Purple, Accent 4, Darker 25%, then press [Enter] after Franklin in the title.
- e. Place the insertion point in the first body paragraph under the title, then add a two-line drop cap to the paragraph using the Dropped position.
- f. Format the heading **Mission Statement** in 14-point Berlin Sans FB with the Purple, Accent 4, Darker 25% font color.
- g. Press [Ctrl][Home], then save your changes to the report.

2. Copy formats using the Format Painter.

- a. Use the Format Painter to copy the format of the Mission Statement heading to the following headings: **Guiding Principles, Issues, Proposed Actions**.
- b. Show formatting marks, then format the paragraph under the Mission Statement heading in italic.
- c. Format **Years Population Growth**, the first line in the four-line list under the Issues heading, in bold, small caps, with Purple, Accent 4, Darker 50% font color.
- d. Change the font color of the next two lines under Years Population Growth to Purple, Accent 4, Darker 50%.
- e. Format the line **Source: Office of State Planning** in italic.
- f. Scroll to the top of the report, then change the character scale of **Town of Franklin Economic Development Authority Report** to 90%.
- g. Change the character scale of **Executive Summary** to 150%, then save your changes.

3. Change line and paragraph spacing.

- a. Change the line spacing of the three-line list under the first body paragraph to 1.5 lines.
- b. Add 24 points of space before and 6 points of space after the Executive Summary line in the title.
- c. Add 12 points of space after the Mission Statement heading, then use the F4 key to add 12 points of space after each additional heading in the report (Guiding Principles, Issues, Proposed Actions).
- d. Add 6 points of space after each paragraph in the list under the Guiding Principles heading.
- e. Change the line spacing of the 4-line list under the Issues heading that begins with Years Population Growth to 1.15.
- f. Add 6 points of space after each paragraph under the Proposed Actions heading.
- g. Press [Ctrl][Home], then save your changes to the report.

4. Align paragraphs.

- a. Press [Ctrl][A] to select the entire document, then justify all the paragraphs.
- b. Center the three-line report title.
- c. Press [Ctrl][End], type your name, press [Enter], type the current date, then right-align your name and the date.
- d. Save your changes to the report.

5. Work with tabs.

- a. Scroll up and select the four-line list of population information under the Issues heading.
- b. Set left tab stops at the 2" mark and the 3¾" mark.
- c. Insert a tab at the beginning of each line in the list.
- d. In the first line, insert a tab before Population. In the second line, insert a tab before 4.5%. In the third line, insert a tab before 53%.
- e. Select the first three lines, then drag the second tab stop to the 3" mark on the horizontal ruler.
- f. Press [Ctrl][Home], then save your changes to the report.